Before Day One:

1- NSOPW Search – www.NSOPW.gov
   a. No consent is required for this step.
   b. You must ensure all states are reporting. If one is missing try re-running the search or visiting the state's individual sex offender website. Do not start the member until all states are complete.
   c. Print all results, include required language showing you reviewed it, sign and date.
   d. Best Practice: Run a check for all applicants and print the search. It may save you an interview.
   e. Upload to the NSOPW Line on IPT.

2- Verify identity and gain consent for a background check.
   a. By UServeUtah policy you must use the IPT Enrollment Eligibility Verification form (EEV).
   b. Set up the prospective member's student account on IPT and batch the form.
   c. Verify valid identification and record: document title, issuing authority, number and expiration on the EEV form.
   d. Before initiating a background check, verify that the member signed this form.

3- Batch Accompaniment Form 1 – if required.
   a. This form is required for members with access to vulnerable populations whose background check has not yet been cleared.
   b. The member and site supervisor sign agreeing that the member will be accompanied for all hours served until cleared by the program for service.

On or Before Day One of Service:

4- Initiate the appropriate background checks.
   a. It is highly recommended that you initiate required checks before the member's first day.
   b. FBI and State checks are both required when the person has recurring access to a vulnerable population. (If you run an FBI check it automatically includes the Utah state check.)
   c. If the applicant lived out of state when they applied you must also do a state of residency check. Follow the list of approved out of state repositories on the program director resources page.
   d. "Initiation" is the next step your program takes, after gaining written consent with the EEV form, to begin the background check process. This step must be written in your internal policy.
   e. Document the initiation date in the contact log on IPT for each member.
   f. Put the required background check review language on the first page of the BCI check.
   g. Sign and date the check certifying you reviewed the results.
   h. Redact any social security numbers.
   i. Image only page one of each BCI check to IPT on either the FBI or State Line. (State check only searches go on State. FBI checks go on the FBI line).

5- Complete the Member Service Agreement (MSA).
   a. Batch the form in IPT – All required student detail info must be complete for the form to appear.
   b. Ensure that the dates in the contract are correct and match eGrants enrollment dates.
   c. IPT requires the program to sign the MSA first as it must be reviewed with the member.
   d. It is highly recommended that members sign the MSA before their first day. The member cannot serve any hours before the MSA is signed.
   e. IPT will not allow hours to be recorded before the member signature date on the MSA.

6- Complete the Member Service Agreement Addendum.
   a. The member and program signer must sign this form.

Before Day Thirty of Service:

7- Complete eGrants enrollment.
   a. Do not wait for 30th day as this process takes several steps.
   b. In the Manage Members section of eGrants complete the Invite Member form.
   c. The member will show in the pending invitations until they complete their invitation.
   d. When the member has moved to the pending enrollment tab finish the enrollment process.

8- Batch Accompaniment Form 2 – If Required.
   a. This form is required when a member with access to a vulnerable population has been serving under accompaniment and you have now cleared their background check.
   b. Follow up is required to ensure that the form is signed by the member and site supervisor certifying the dates of accompaniment.

Within Thirty Days After the Last Day of Service:

9- Complete IPT exit.
   a. Batch the IPT exit form and ensure the member completes it.
   b. Ensure the final evaluation is signed by the member and supervisor and imaged to IPT.
   c. Move the member profile to your exit group once all previous steps are completed.

10- Complete eGrants exit.
   a. Ensure the member is in the pending exits column of the eGrants member management section.
   b. If not you will need to unlock their exit form.
   c. Ask the member to complete the form.
   d. When the status becomes submitted, you must complete the rest of the form and mark the approve field.
   e. The member should always complete their sections of the form unless they are not responsive such as in a released for cause situation. The program can then complete the process.